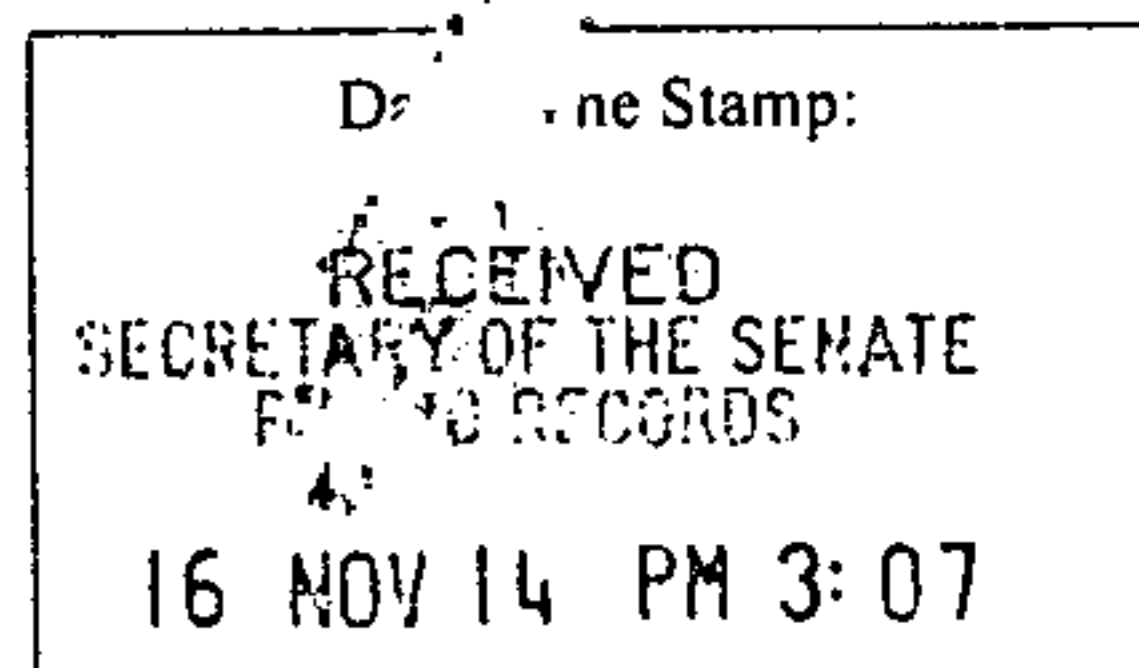


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Association for the Education of Homeless Children and Youth

Travel date(s): October 30-31, 2016

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES: (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$278.20	\$151.12		
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

On October 30th, attended the general session luncheon on Sunday, October 30th; and two

On October 31, attended a concurrent session featuring homeless youth discussions.

11/14/16
(Date)

allie kimmel
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/14/16
(Date)


(Signature of Supervising Senator/Officer)

Itinerary for Allie Kimmel – 2016 NAEHCY Conference Participation

Sunday, October 30, 2016

8:45am - Depart Washington Reagan Airport; Arrive in Orlando, FL at 11:11am

12pm-2pm - Attend NAEHCY Conference General Session and NAEHCY Scholarship Award Ceremony; network with conference participants

2-3:15pm – Present at concurrent session entitled, “A New Congress, a New Administration: Homelessness Policy and Advocacy in 2017 and Beyond.” Ms. Kimmel’s presentation will focus on the substantive range of pending legislative issues that may have a direct impact on children and youth who are experiencing homelessness. Co-presenters include Barbara Duffield, Director of Policy and Programs, National Association for the Education of Homeless Children and Youth; Amy Louttit, Public Policy Associate, National Network for Youth; and Eric Masten, Director of Public Policy, National Network for Youth.

3:30-5pm – Ms. Kimmel will attend one of the concurrent sessions of her choice, from among those listed in the attachment, “Concurrent Sessions as of August 24, 2016.”

Monday, October 31, 2016

8:00-10:30am - Attend NAEHCY General Conference with address by Jessica Sutherland, President and Co-Founder of Homeless to Higher Ed; network with conference participants

10:30-11:45am - Ms. Kimmel will attend one of the concurrent sessions of her choice, from among those listed in the attachment, “Concurrent Sessions as of August 24, 2016.”

1:50pm – Depart Orlando; Arrive at DCA at 4:00pm

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Updated

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
National Association for the Education of Homeless Children and Youth (NAEHCY)
2. Description of the trip: Presentation at NAEHCY's 2016 Annual Conference
3. Dates of travel: October 30-October 31, 2016
4. Place of travel: Orlando, Florida
5. Name and title of Senate invitees: Allie Kimmel, Legislative Assistant, U.S. Senator Patty Murray
6. I certify that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

NAEHCY is fully responsible for the organization and sponsorship of the conference. Also, NAEHCY will make hotel reservations and reimburse the Senate invitee for airfare and other expenses.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

NAEHCY is a national membership association dedicated to educational excellence for children and youth experiencing homelessness. NAEHCY organizes an annual conference each year to provide professional development to educators and service providers. The trip will educate attendees on legislative issues.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the first time that NAEHCY has sponsored a Congressional trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to the annual conference, NAEHCY conducts webinars and in-person trainings on access to early childhood, K-12, and higher education programs. NAEHCY also produces training materials, reports, fact sheets, and other technical assistance materials. We also operate a 1-800 helpline.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$300	\$133	\$59	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This event is arranged and organized without regard to Congressional participation.

18. Reason for selecting the location of the event or trip

The NAEHCY conference committee varies the location of our annual conference, based on geographic diversity, hotel rates, and local planning committee commitments.

19. Name and location of hotel or other lodging facility:

Rozen Plaza Hotel, Orlando

20. Reason(s) for selecting hotel or other lodging facility:

The conference hotel is sold out. We have obtained a block of rooms at the Rozen Plaza Hotel, which is directly across the street.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses meet the maximum per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Regular airfare will be provided (i.e. not first-class)

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

Not applicable.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Barbara J. Duffield

Name and Title: Barbara Duffield, Director of Policy and Programs

Name of Organization: National Association for the Education of Homeless Children and Youth

Address: 4701 Connecticut Avenue, NW, #402, Washington, DC 20008

Telephone Number: 202-364-7392

Fax Number: 202-800-2611

E-mail Address: bduffield@naehcy.org

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Allie Kimmel

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): National Association for the Education of Homeless Children and Youth

Travel date(s): October 30-31, 2016

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Orlando, FL

Explain how this trip is specifically connected to the traveler's official or representational duties:

I handle homelessness for the HELP Committee and was tasked with negotiating the changes made in the Every Student Succeeds Act for homeless youth. Speaking at the conference will help the invitees (school district homeless liaisons) learn about the changes we made in ESSA, and help me learn about some of the implementation changes they are facing.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/29/16
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Murray hereby authorize Allie Kimmel
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/29/16
(Date)

Patty Murray
(Signature of Supervising Senator/Officer)



Building Futures Through Education

Allie Kimmel
Legislative Assistant
U.S. Senator Patty Murray
United States Senate
Washington DC, 20510

I would like to invite you to present at the National Association for the Education for Homeless Children and Youth (NAEHCY) 2016 Annual Conference in Orlando, Florida. The NAEHCY conference is the only conference of its kind, bringing together education, housing, and service sectors with a focus on children and youth from birth through college.

This year's conference will be history in the making: the first NAEHCY conference of the ESSA era! We'll provide comprehensive, high quality professional development to prepare communities for the Every Student Succeeds Act, including McKinney-Vento and Title I Part A amendments, along with diverse content on early childhood education, higher education, housing partnerships, and access to services.

Specifically, your expertise is sought on legislative issues related to children, youth, and families who are experiencing homelessness, as well as on the legislative process. We would like for you to present as part of a panel discussion on Sunday, October 30, from 2:00-3:15pm. The conference location is the Orlando Hyatt Regency. We anticipate approximately 200-250 participants for this session.

Thank you in advance for considering this important opportunity to share your insight and experiences with us. We will cover your travel expenses, including airfare and hotel accommodations.

Please do not hesitate to contact me should you have any questions or need more information; I may be reached at 202.364.7392 or bduffield@naehcy.org.

Sincerely,

Burt J. Dabek

Barbara Duffield
Director of Policy and Programs

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